



CITY OF SAN ANTONIO

PLANNING & DEVELOPMENT SERVICES DEPARTMENT

TO: All Planning and Development Services Department Customers

SUBJECT: **INFORMATION BULLETIN 101**
Residential Checklist for One-and Two- Family Dwelling Plans

DATE: October 5, 2005
Revised December 28, 2009

The Planning and Development Services Department (PDSD) requires building plans to be reviewed for all building permits application for one- and two dwellings. The City of San Antonio will conduct a review for compliance to the 2009 International Residential Code with city local amendments and the Unified Development Code (example: tree ordinance, drainage requirements, zoning, etc.).

I. A permit submitted by the applicant must comply with all requirements under each applicable code and shall contain the following:

- A completed Residential Building Permit Application for a building permit signed and dated.
- A completed Energy Compliance Options Form (see Residential Building Permit Application).
- A completed notarized tree application/affidavit and any additional information required under the tree application/affidavit.
- Two identical sets of construction documents, drawn to scale. All drawings shall be stamped, sealed and signed in accordance with the State of Texas Architect's and/or Engineer's Practice Act, when necessary. At a minimum, all submittal packages/drawings shall include:

- A. A site plan that matches the recorded platted lot. The site plans shall include: Legal description, address, buildings on site, property lines, easements, sidewalks, approaches, curbs, fences, gates, parking, concrete work, and setbacks.

NOTES: (1) Encroachments below, on or above platted easements will not be allowed unless written authorization has been received from all utility companies therein or a note is provided on the recorded plat. If

the note is not provided on the recorded plat, then provide copy of authorization letters with application for permit. (2) The construction of concrete approaches, sidewalk and curb is required for all plans unless a variance has been granted by the Planning Commission.

B. Foundation plan (Post tension construction, must be engineered).

C. Floor Plan(s)

D. Wall and floor/ceiling/roof sections and details

E. Exterior elevations

F. Window and door schedule or details

G. Brace wall calculations/structural plan submittals

- The Tax Increment Financing/Universal Design Letter.
- Submit an additional copy of the Site Plan, Tree Preservation, and the completed Tree Affidavit.

Should you wish to exercise the optional Review/Certification of One- and Two-Dwelling Plans, please see **INFORMATION BULLETIN 100**, revised December 28 2009.

II. One- and two-family dwellings are required to comply with the following codes:
<http://www.sanantonio.gov/dsd/codes.asp>.

- 2009 International Residential Code with local City Amendments including the Brace Wall Provisions of the IRC
- 2009 International Mechanical Code with local city amendments
- 2009 International Plumbing Code with local city amendments
- 2008 National Electrical Code
- Unified Development Code
- City Code Chapter 10 (Electrical)
- City Sustainable Building Code

If you have any questions on this process, please contact the Plans Review Division or one of the Development Services Engineers at **(210) 207-8394**.